

## **CHAPTER 5**

### **CHANGES, REISSUANCES, CANCELLATIONS, CLASSIFIED DOD ISSUANCES, AND REPRINTS**

#### **A. CHANGES TO DOD ISSUANCES**

1. A change amends an existing DoD Directive, Instruction, or Publication. Review the whole issuance for currency, not just the part being changed. A published change infers that the entire issuance is current as of the change date. After five published changes, the Directive, Instruction, or Publication must be reprinted, incorporating all the changes. Interim changes or letter and memorandum notices of changes are not authorized for DoD Directives, Instructions, and Publications.

#### **2. Types of Changes**

a. **Substantive Change.** Amends the essential portion of a DoD Directive, Instruction, or Publication, such as policy, applicability, responsibilities, purpose, procedures, information requirements, and implementation.

(1) The Secretary or Deputy Secretary of Defense signs the original DoD Directive; therefore, either shall approve a substantive change to it. (See figure 5-1.) The PSA signs the DoD Instruction and approves substantive changes. (See figure 5-2.) The PSA or designated Deputy signs the foreword of the DoD Publication and approves the substantive changes. (See figure 5-3.)

(2) Substantive changes must be coordinated and forwarded for approval in the same way as an original DoD issuance. (See section C. of Chapter 4, above.)

b. **Administrative Change.** Amends non-substantive portions of a DoD Directive, Instruction, or Publication, such as dates of references and organizational symbols.

(1) If an administrative change must be made because of an executive, legislative, or secretarial requirement, it must be coordinated with the GC, DoD.

(2) A memorandum for the Director, WHS, requesting that the amended text of a DoD Directive or Instruction be issued must be signed by the PSA or Principal Deputy; for a DoD Publication, the PSA or designated Deputy. The memorandum must state that the changes are administrative. The memorandum also must indicate whether it is a pen change, page change, or both and specify the items to be deleted and/or inserted, including the page number, section, subsection, paragraph, subparagraph, line number, and for DoD Publications, include the chapter. (See figures 5-4 and 5-5.)

(3) When administrative changes affect the signature page of a DoD Directive or Instruction, a new signature of the Secretary or Deputy Secretary of Defense or a PSA may be required. A Cover Memorandum must be prepared to obtain the signature of the Deputy Secretary of Defense, and the change must be coordinated with the GC, DoD.

3. **Executive Agents.** Executive agents who are responsible for maintaining and updating DoD Publications shall comply with this Chapter. Interim changes or letter and memorandum notices of changes are not authorized for DoD Publications.

#### **4. Methods of Changes**

##### **a. Pen Change**

(1) A pen change may be substantive or administrative. Pen changes shall be used to correct, add, or delete a few sentences or less. When changes are extensive, but not enough to justify a reissuance, a page change or both a pen and page change must be used.

(2) The Cover Memorandum for the Deputy Secretary of Defense or for the Director, WHS, that forwards the pen change must specify the items to be deleted and/or inserted, including the page number, section, subsection, paragraph, subparagraph, line number, and for Publications, the chapter.

##### **b. Page Change**

(1) A page change may be substantive or administrative. Page changes shall be used for extensive amendments to the text. An amended page of a DoD Directive, Instruction, or Publication shall contain marginal asterisks or change bars on both sides of the page to show the changed portions of the text. If the page to be amended contains text on its reverse side and the reverse side (backup page) does not require corrections, both the amended page and the backup page in original type must be provided for printing. When pages of text must be inserted, the text may shift requiring that additional pages beyond the amended and backup pages be provided; the numbering system may have to be adjusted.

(2) The Cover Memorandum for the Deputy Secretary of Defense or for the Director, WHS, that forwards the page changes must specify the pages to be removed and inserted; include as attachments the amended, backup, and additional pages (unstapled).

c. SD Form 106-1, "DoD Directives System Transmittal," and SD Form 106-2, "DoD Publication System Change Transmittal." After changes have been approved, the Director, C&D, issues the pen and/or page changes to the DoD Components.

#### **B. REISSUANCES**

1. A reissuance is done when 50 percent or more of a DoD Directive, Instruction, or publication must be changed; the proposed amended material is too complex to be handled as pen and/or page changes; or pages of a one or two page Directive or Instruction must be changed. (See figure 5-6.)

2. When the reissuance results from administrative or substantive changes, it must be coordinated in the same way as prescribed in section C. of Chapter 4, above, and signed.

3. When the reissuance results from administrative changes to a DoD Directive, the reissuance and an Cover Memorandum for the Deputy Secretary of Defense must be prepared by the originating OSD Component. The Cover Memorandum must recommend signature on the reissuance, state that the Directive is an administrative reissuance, and list the GC, DoD, as a coordinator. (See figure 5-7.) For a DoD Instruction, the reissuance and a memorandum for the Director, WHS, must be signed by the PSA. The memorandum must indicate that the DoD Instruction is an administrative reissuance and, if necessary, contain the coordination of the GC, DoD. (See figure 5-8.)

### **C. CANCELLATIONS**

1. The Secretary or Deputy Secretary of Defense signs the original DoD Directive; therefore, either must approve its cancellation. The PSA signs the DoD Instruction and DoD Publication and must approve their cancellations.

2. Since coordination is necessary to cancel a DoD issuance, follow the guidance in section C. of Chapter 4, above. The Cover Memorandum for the Deputy Secretary of Defense to cancel a DoD Directive (see figure 5-9) or the memorandum for Director, WHS, to cancel a DoD Instruction or Publication (figures 5-10 and 5-11) must contain the following information:

- a. The reason for the cancellation.
- b. The results of the coordination.
- c. For a classified DoD Directive or Instruction, downgrading instructions or a statement that the issuance must continue to be handled according to the original security classification level.
- d. A specific cancellation statement for a DoD Publication authorized by the DoD Directive or Instruction to be canceled. If the Publication is to remain in effect, the following applies:
  - (1) Include a statement to change an existing DoD Directive or Instruction in the same subject area, adding language that authorizes the continued life of the Publication and redesignates the Publication number to reflect the new authorizing DoD Directive or Instruction.
  - (2) Include a statement indicating that a new DoD Directive or Instruction authorizing the DoD Publication shall be issued within 120 days or that an existing DoD Directive or Instruction shall be amended authorizing the DoD Publication within 60 days.
- e. A cancellation statement for Report Control Symbols and any forms contained in the DoD Directives or Instruction to be canceled.

3. For cancellation of classified DoD Directives and Instructions and for unclassified and classified DoD Publications, provide the Directives Division with a distribution list and mailing address labels for notifying holders of the issuances. (See section C. of Chapter 6, below.)

4. The cancellation notices are issued by the Director, C&D, using SD Forms 106-1 and 106-2 after the cancellation has been approved.

### **D. CLASSIFIED DOD ISSUANCES**

1. As prescribed by DoD 5200.1-R and DoD 5200.1-PH (references (g) and (h)) and shown in figure 5-12, classified DoD issuances must contain:

- a. An abbreviated security classification in parentheses after the classified subject or title. When the subject or title is unclassified, place "(U)" at the end of it; if classified, use the appropriate security classification symbol.
- b. Portion markings throughout the text.

c. Security classification markings at the top and bottom of each page indicating the highest security classification of the page, except page one, which shall reflect the highest security classification used in the issuance. Use adhesive security classification labels or large type in capital letters on the final issuance, but do not stamp the security classification markings. Adhesive labels are available from the Directives Division.

d. Warning notices and restrictive markings, if necessary.

e. The "Classified By" line and declassification and downgrading instructions at the bottom of the first page of the text.

2. For distribution of classified DoD issuances, see section C. of Chapter 6., below.

#### **E. REPRINTS**

1. A reprint consolidates all published changes into the body of a DoD Directive, Instruction, or Publication. Reprints are issued when five or more changes have been published or demands for additional copies of the issuance require continuous printing for restocking.

2. A reprint retains the original signature page of a DoD Directive and Instruction, the original foreword of a DoD Publication, and the original date. When the consolidation of changes into the body of the DoD Directive, Instruction, or Publication affects the signature page or the foreword, the issuance becomes an administrative reissuance requiring a new signature and date.

3. Since each change was approved and published previously, a reprint does not have to be coordinated. The originating OSD Component should consolidate the published changes into the text to form a reprint consisting of original typed pages without marginal asterisks or references to previous changes.

4. The DoD issuance will carry the term "reprint"; e.g., DoD Directive 8888.8 (Reprint) and contain a new date. Future amendments to the reprint will begin a new change cycle; e.g., the first amendment to the reprint would appear as "DoD Directive 8888.8 (Reprint), ch 1."

[Use PSA letterhead]

[Insert date]

MEMORANDUM FOR DEPUTY SECRETARY OF DEFENSE

**THROUGH:** (Insert the title of the Under Secretary of Defense)<sup>1</sup>

**FROM:** (Insert title of PSA )  
(Insert "Prepared by: Action Officer's name, office abbreviation, and telephone number")

**SUBJECT:** (Provide a brief subject and type of Cover Memorandum; e.g., Proposed Change to DoD Directive 9900.8, "Innovative Strategic Programs" (Tab A) -- ACTION MEMORANDUM)

**PURPOSE:** (Provide a concise reason for the proposed change; i.e., response to an executive, legislative, or secretarial requirement.)

**DISCUSSION:** (Provide a brief statement of the issues, summarize essential background or other factors, and/or present key points.

**COORDINATION:** (Provide the status of the coordinations; e.g., The list of coordinating officials and coordination papers are at Tab B. All concurred, except the (title of the DoD official), and comments have been accepted, or rejected with justifications. (Give the reason for a nonconcurrence and state why it is not acceptable.) If the coordinations are beyond 6 months, explain.)

**RECOMMENDATION:** (Provide a recommendation statement; e.g., That the proposed change be approved and a SD Form 106-1, "DoD Directives System Transmittal," incorporating the following changes be issued:

PEN CHANGE

1. Page 2, section E., line 4. Change "intentions in creating global modernity" to "address and pursue a strategy of economic and political engagement"
2. Include the following statement on the SD Form 106-1: "The above change is effective immediately."

DEPSECDEF DECISION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Approved  
Disapproved  
Other (when appropriate)

Attachments  
as stated

<sup>1</sup>If there is no Under Secretary of Defense, there is no "Through" Line.  
Figure 5-1. Cover Memorandum for a substantive (page and/or pen) change to a DoD Directive

[Use PSA letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Page Changes to DoD Instruction 8800.8, "Hybrid Computers"

Please issue a SD Form 106-1, "DoD Directives System Transmittal," incorporating the following page changes:

PAGE CHANGES

Remove: Pages 3 and 4

Insert: Attached replacement pages

Changes appear on page 3 and are indicated by marginal asterisks. Include the following statement on the SD Form 106-1:

"The above changes are effective immediately."

The attached replacement pages are at Tab A. The changes have been coordinated with relevant DoD Components. All concurred, and concurrences with comments have been accepted, or rejected with justifications. The list of coordinating officials and the coordinating papers are attached at Tab B. Two diskettes containing the page changes are attached at Tab C.

[signature of PSA]

Attachments  
as stated

Figure 5-2. Memorandum for a substantive (page and/or pen) change to a DoD Instruction



[Use appropriate letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Page Changes to DoD 8800.8-M, " Programs for Hybrid Computers"

Please issue a SD Form 106-2, "DoD Publication System Change Transmittal," incorporating the following page changes:

PAGE CHANGES

Remove: Pages 3 and 4

Insert: Attached replacement pages

Changes appear on page 3 and are indicated by marginal asterisks. Include the following statement on the SD Form 106-2:

"The above changes are effective immediately. Forward one copy of revised implementing documents to the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence within 120 days."<sup>1</sup>

The attached replacement pages are at Tab A. The coordinating officials have concurred, and comments have been accepted, or rejected with justifications. The list of coordinating officials and the coordinating papers are attached at Tab B.

The distribution list, including the names and telephone numbers of functional managers in the Military Departments, Chairman of the Joint Chiefs of Staff, Defense Agencies, along with mailing address labels for notifying holders of the Publication is at Tab C. Two diskettes containing the changes are attached at Tab D.

[signature of PSA or signature and title  
of Principal Deputy]

Attachments  
as stated

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<sup>1</sup>Omit the last sentence on implementing documents if not required.

Figure 5-3. Memorandum for a substantive (page and/or pen) change to a DoD Publication

[Use PSA letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Pen and Page Changes to DoD Directive 8888.2, "Visits of Civilians to Military Installations"

Please issue a SD Form 106-1, "DoD Directives System Transmittal," incorporating the following administrative pen and page changes:

PEN CHANGES

1. Page 1, header. Change "ASD(FM&P)" to "USD(P&R)"
2. Page 2, subsection D.1., line 4. Change "(Force Management and Personnel)" to "for Personnel and Readiness"

PAGE CHANGES

Remove: Pages 3 and 4

Insert: Attached replacement pages 3 and 4.

Changes appear on page 3 and are indicated by marginal asterisks.

Include the following statement on the SD Form 106-1:

"The above changes are effective immediately."

The replacement pages 3 and 4 are attached at Tab A. Two diskettes containing the changes are attached at Tab B.

[signature of PSA]

Attachments  
as stated

Figure 5-4. Memorandum for an administrative (page and/or pen) change to a DoD Directive or Instruction



[Use appropriate letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES**

**SUBJECT: Pen and Page Changes to DoD 8888.2-M, "Guidance for Visits of Civilians to Military Installations"**

Please issue a SD Form 106-2, "DoD Publication System Change Transmittal," incorporating the following administrative pen and page changes:

**PEN CHANGES**

1. Foreword, first paragraph, line 3. Change "ASD(FM&P)" to "USD(P&R)"
2. Page 2-2, subsection D.1., line 4. Change "(Force Management and Personnel)" to "for Personnel and Readiness"

**PAGE CHANGES**

Remove: Pages 3-6 and 3-7

Insert: Attached replacement pages 3-6 and 3-7 and new pages 8-1 through 8-5

Changes appear on page 3-6 and are indicated by marginal asterisks and change bars.

Include the following statement on the SD Form 106-2:

"The above changes are effective immediately."

The replacement pages 3-6 and 3-7 and new pages 8-1 through 8-5 are attached (Tab A).

The distribution list, including the names and telephone numbers of functional managers in the Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies, along with mailing address labels for notifying holders of the Publication is at Tab B. Two diskettes containing the changes are at Tab C.

[signature of PSA or signature and  
title of Principal Deputy]

Attachments  
as

Figure 5-5. Memorandum for an administrative (page and/or pen) change to a DoD publication



# Department of Defense **DIRECTIVE**

NUMBER

**SUBJECT: Injury Compensation for DoD Employees**

**References:** (a) DoD Directive 1990.2, subject as above, March 10, 1980 (hereby canceled)  
(b) Public Law 76-888, "Health and Hazards of Work," April 1, 1991  
(c) Section 8101 of title 5, United States Code  
(d) DoD 1990.2-R, "Regulation on Injury Compensation for DoD Employees," August 1993, authorized by this Directive  
(e) through (h), see enclosure 1

## **A. REISSUANCE AND PURPOSE**

**This Directive:**

1. Reissues reference (a) to update policy and responsibilities in accordance with references (b) and (c) to ensure that all employees are aware of compensation benefits.

2. Authorizes the continued publication of reference (d), consistent with DoD 5025.1-M (reference (e)), to provide guidelines required by DoL Regulation 1010 (reference (f)).

## **B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

## **C. DEFINITIONS**

Terms used in this Directive are defined in enclosure 2.

## **D. POLICY**

It is DoD policy that employees shall receive prompt medical attention from healthcare personnel and full assistance in claiming just compensation for traumatic injuries or occupational diseases or illnesses and their recurrences incurred in the performance of their duties.

**Figure 5-6. Reissuance of a DoD Directive**

**E. RESPONSIBILITIES**

**1. The Under Secretary of Defense for Personnel and Readiness shall:**

a. Establish DoD policy guidance for claiming compensation for injuries, diseases, and illnesses.

b. Coordinate procedures with the Department of Labor (DoL) to ensure consistency with DoL Regulation 1010 (reference (f)).

**2. The Heads of the DoD Components shall establish a cooperative relationship with claims examiners and DoL. Goals of this cooperative relationship shall include:**

a. Instituting procedures to:

(1) Ensure that job-connected injury or illness claims are documented.

(2) Assess the medical conditions of claimants.

b. Obtaining prosecution of fraud or abuse under DoD Directive 8200.9 and MCM, 1984 (references (g) and (h)).

**F. INFORMATION REQUIREMENTS**

The reporting requirements have been assigned Report Control Symbol DD-P&R (AR) 0009.

**G. EFFECTIVE DATE**

This Directive is effective immediately.

Enclosures - 2

1. References
2. Definitions

### REFERENCES, continued

- (e) DoD 5025.1-M, "DoD Directives System Procedures," June 1994, authorized by DoD Directive 5025.1, June 24, 1994
- (f) Department of Labor (DoL) Regulation 1010, "Compensation Guidelines," January 1, 1993
- (g) DoD Directive 8200.9, "False Medical Claims," November 23, 1989
- (h) Manual for Courts-Martial, United States, 1984

### DEFINITIONS

1. Claimant. An employee whose claim for entitlement to benefits has been filed.
2. Claims Examiner. A DoL employee responsible for claims adjudication.
3. Compensation. Benefits paid or payable, including money paid due to the following:
  - a. Loss of wages.
  - b. Medical and rehabilitation expenses.
  - c. Loss of major body functions.
  - d. Death benefits to the survivor(s).
4. Healthcare Personnel. Health specialists who provide direct diagnostic or therapeutic patient care.
5. Occupational Disease or Illness. An ailment or disorder produced by systemic infections; continued or repeated stress or strain; exposure to toxins, poisons, fumes, etc., or other repeated exposure to the work environment over a period greater than a single day or work shift.
6. Recurrence. Work stoppage occurring after an employee has returned to work following a period of disability and is the result of a return of the symptoms of a previous injury or disease.
7. Traumatic Injury. A wound or other condition of the body caused by an external force. It must be identifiable as to time and place of occurrence and member or function of the body affected. It must be caused by a specific event or incident within a single day of work. Traumatic injuries include damage to or destruction of prosthetic devices.

[Use PSA letterhead]

[Insert date]

**MEMORANDUM FOR DEPUTY SECRETARY OF DEFENSE**

**THROUGH:** (Insert the title of the Under Secretary of Defense)<sup>1</sup>

**FROM:** (Insert the title of PSA)  
(Insert "Prepared by: Action Officer's name, office abbreviation,  
and telephone number")

**SUBJECT:** (Provide a brief subject and type of Cover Memorandum; e.g.,  
Proposed administrative reissuance of DoD Directive 9900.8,  
"Innovative Strategic Programs" (Tab A) -- ACTION  
MEMORANDUM)

**PURPOSE:** (Provide a concise reason for the proposed reissuance.)

**DISCUSSION:** (Provide a brief statement explaining the continued need for the  
Directive. Include the Directive to be superseded under a tab.)

**COORDINATION:** (Provide a brief statement about the coordination; e.g., Since this  
is an administrative reissuance, only GC, DoD, coordination is  
required (Tab C.)

**RECOMMENDATION:** (Provide a recommendation statement; e.g., That the proposed  
administrative reissuance be approved and signed.)

**DEPSECDEF DECISION:**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Other (when appropriate)

Attachments  
as stated

\_\_\_\_\_

<sup>1</sup> If there is no Under Secretary of Defense, there is no "THROUGH" line

**Figure 5-7. Cover Memorandum for an administrative reissuance  
of a DoD Directive**

[Use appropriate letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES**

**SUBJECT: Administrative Reissuance of DoD Instruction (or Publication) 0220.20,  
"International Agreements"**

**Please issue the attached Instruction (or Publication), subject as above, that I have approved and signed (Tab A).**

**This Instruction updates references and incorporates pen and page changes. The superseded Instruction is attached at Tab B.**

**The proposed reissuance has been coordinated with GC, DoD, who concurred and comments have been accepted, or rejected with justifications (Tab C).**

**The distribution list; names and telephone numbers of functional managers in the Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies; and mailing address labels; and artwork are attached at Tab D.<sup>1</sup>**

**The distribution list, two sets of mailing address labels, and completed SD Forms 120 are attached at Tab D.<sup>2</sup>**

**[signature of PSA or signature  
and title of Principal Deputy]**

**Attachments  
as stated**

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<sup>1</sup> Include this sentence, if the reissuance is an unclassified DoD publication.

<sup>2</sup> Include this sentence, if the reissuance is classified.

**Figure 5-8. Memorandum for an administrative reissuance of a DoD Instruction  
(or Publication)**



[Use PSA letterhead]

[Insert date]

**MEMORANDUM FOR DEPUTY SECRETARY OF DEFENSE**

**THROUGH:** (Insert the title of the Under Secretary of Defense)<sup>1</sup>

**FROM:** (Insert title of PSA )  
(Insert "Prepared by: Action Officer's name, office abbreviation, and telephone number")

**SUBJECT:** (Provide a brief subject and type of Cover Memorandum; e.g., Proposed cancellation of DoD Directive 0909.99, "Internal Affairs," April 18, 1972 (Tab A) -- ACTION MEMORANDUM)

**PURPOSE:** (Provide a concise reason for the proposed cancellation)

**DISCUSSION:** (Provide a brief statement of the issues, summarize essential background or other factors, and/or present key points.)

**COORDINATION:** (Provide the status of the coordinations; e.g., The list of coordinating officials and coordination papers are at Tab B. All concurred, except the (title of the DoD official), and comments have been accepted, or rejected with justifications. (Give the reason for a nonconcurrence and state why it is not acceptable.) If the coordinations are beyond 6 months, explain.)

**RECOMMENDATION:** (Provide a recommendation statement; e.g., That the proposed cancellation be approved and a SD Form 106-1, "DoD Directives System Transmittal," canceling Directive. The following statement should be included on the SD Form 106-1:  
  
"This Directive has served the purpose for which it was intended and is no longer required. This Directives does not authorize any DoD Publications. The reporting requirements that the Directive established are discontinued, and the Report Control Symbol, DD-IG(A)0303, is canceled.")

**DEPSECDEF DECISION**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Other (when appropriate)

**Attachments  
as stated**

\_\_\_\_\_

<sup>1</sup> If there is no Under Secretary, there is no "THROUGH" line.

Figure 5-9. Cover Memorandum for cancellation of a DoD Directive

[Use PSA letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES**

**SUBJECT: Cancellation of DoD Instruction 8888.18, "Logistics Evaluation"**

Please issue a SD Form 106-1, "DoD Directives System Transmittal," canceling DoD Instruction 8888.18, "Logistics Evaluation," September 3, 1984 (Tab A).

The following statement should be included on the SD Form 106-1:

"This Instruction has served the purpose for which it was issued and is no longer required. The reporting requirement that the Instruction established is discontinued, and the Report Control Symbol, DD-P&L(SA)9999.9, is canceled. This Instruction does not authorize any DoD Publications (or DoD 8888.18-M, "Evaluation of Logistics," December 12, 1984, which was authorized by this Instruction, will continue in effect as DoD 9999.8-M, authorized by DoD Instruction 9999.8, "Management and Performance Evaluation," October 5, 1989.")<sup>1</sup>

The SD Form 106-1 also should incorporate the following pen change to DoD Instruction 9999.8:

**PEN CHANGE**

Page 1, add a new subsection. "A.3. Authorizes the publication of DoD 9999.8-M, consistent with reference (b)."

A list of coordinating officials and the coordinating papers are attached at Tab B.

[signature of PSA]

Attachments  
as stated

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<sup>1</sup> Use portions of this statement that apply.

**Figure 5-10. Memorandum for cancellation of a DoD Instruction**

[Use PSA letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Cancellation of DoD 8888.18-M, "Evaluation of Logistics"

Please issue a SD Form 106-2, "DoD Publication System Change Transmittal," canceling DoD 8888.18-M, "Evaluation of Logistics," December 12, 1984 (Tab A).

The following statement should be included on the SD Form 106-2:

"This Manual has served the purpose for which it was issued and is no longer required. The reporting requirement that the Manual established is discontinued, and the Report Control Symbol, DD-P&L(SA)999, is canceled."

A list of coordinating officials and the coordination papers are attached at Tab B.

A distribution list; names and telephone numbers of functional managers in the Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies; and mailing address labels for notifying holders of the Publication are attached at Tab C.

[signature of PSA or signature  
and title of Principal Deputy]

Attachments  
as stated

Figure 5-11. Memorandum for cancellation of a DoD Publication